



**Food Safety and Inspection Service (FSIS)
United States Department of Agriculture (USDA)**

Corporate and Establishment Management

Version 5.2

Public Health Information System

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PHIS Quick Reference Guide for Corporate and Establishment Management

System Requirements

PHIS requires the following access, equipment, and software prior to users gaining access to the system:

- eAuthentication Assurance Level 2 account
- High-speed Internet access
- Internet Explorer/Edge 11 or later
- Google Chrome
- Adobe Acrobat Reader

Compatibility mode is not required. The supported operating system is Windows 10.

The website address for PHIS is:
<https://phis.fsis.usda.gov/>

You must have an Establishment Administrator listed in PHIS on your Establishment Profile page. If you do not, please contact your FSIS in-plant personnel (IPP) to add you to PHIS.

eAuthentication Accounts

Accounts can be requested online (<https://identitymanager.eems.usda.gov/registration/index.aspx>). New accounts for PHIS should request Level 2 access. Existing Level 1 accounts should request an upgrade to Level 2. Verify your identity by following the instructions on the Level 2 Account Upgrade Request Confirmation email, visiting a Local Registration Authority (LRA), or through the Self-Service Identity Verification process.

User Administrator Roles

The following roles are used for managing user enrollment and account requests. These user administrator roles vary only by which roles they can manage.

- The **Establishment Administrator** role allows you to manage accounts for users associated with the establishment(s) that you are an administrator for. The roles you can manage include Export Applicant, Plant Management, and Establishment Administrator.
- The **Corporate Administrator** role allows you to manage accounts for users associated with the establishment(s) that you are an administrator for. The role you can manage include Export Applicant, Establishment Administrator, Plant Management, and Corporate Administrator.

Establishment Roles

The following roles are specific to the system's features regarding export certification and domestic inspection.

- The **Export Applicant** lets users submit export applications in PHIS, but only for their associated establishment(s).
- The **Plant Management** role allows users to respond to NRs and MOIs, generate reports, view slaughter and disposition data, add establishment sorting records, add establishment-specific contacts, and link the establishment to a corporate entity, but only for their associated establishment(s).

IPP Enters Contact

IPP enters the Establishment Administrator contact for each establishment that the user will manage. This is the initial industry invitation.

Match Contact

The designated Establishment Administrator logs on to PHIS and PHIS verifies that the Contact information: First Name, Last Name, and email address matches that of their eAuth account. When match(es) are identified, PHIS displays the Home page. Going forward, establishment personnel handle all industry account requests.

Enroll

Other establishment personnel submit enrollment requests, which are then reviewed by whoever has the Establishment Administrator or Corporate Administrator user role for that establishment. At this point, establishment users can select any of the three industry roles that are available. Establishment Administrators and Corporate Administrators need to maintain the user roles and accounts for their establishment(s).

Monitor

Administrators, whether establishment or corporate, are responsible for maintaining the roles and accounts associated with their establishment(s). They should review requests and monitor accounts to make sure users who leave their plants no longer have access.

Add Establishment Administrator

This is the first step in gaining access to PHIS as an Establishment Administrator. These steps should be completed by an FSIS employee with a CSI or PHV role.

1. The FSIS employee opens the Establishment Profile > Contacts page for your establishment.
2. Selects **Add new Contact**.
3. For the Type field, selects Establishment Administrator.
4. Types the First Name, Last Name, Email Address, and Phone Number.
5. Selects **Save**.
6. Then, the Establishment Administrator finishes creating his/her account by logging on to PHIS (using eAuthentication Assurance Level 2 account).

After the first Establishment Administrator goes into PHIS and grants themselves the Plant Management role, they can add other co-workers. Contacts for additional Establishment and Corporate Administrators can be added by Industry users with the Plant Management role.

1. The Industry user opens My Establishments > Select Establishment and then selects the Establishment Contacts page.
2. Selects **Add new Contact**.
3. Types the First Name, Last Name, and Email Address. Phone is optional.
4. For the Type field, selects Establishment Administrator.
5. Selects **Save**.
6. Then the Establishment Administrator finishes creating his/her account by logging on to PHIS (using eAuthentication Assurance Level 2 account).

Submit Enrollment Request

These steps should be completed by new users at establishments with active Establishment Administrators. This process can be used to request the industry roles of Establishment Administrator, Corporate Administrator, Plant Management, or Export Applicant.

1. Go to the PHIS URL and log on.
2. If you do not have any roles associated to an establishment, PHIS redirects you to the PHIS enrollment page.
3. On the Enrollment page, select **Submit Enrollment Request**.
4. Navigate through the pages and provide the necessary information.
5. At the end of the process, review the information and submit the enrollment request. Make a note of the request number. The enrollment request now is in the hands of an Establishment Administrator or Corporate Administrator for the establishment you selected during enrollment..

Manage Enrollment Requests

Enrollment and other account requests are managed by Establishment Administrators or Corporate Administrators using the FSIS User Administration module.

1. Go to the PHIS URL and log on.
2. From the left menu, select **User Management > Manage Requests**.
3. When enrollment or change requests are pending, the number of pending requests will be displayed (#).
4. Pending requests are displayed in the grid. Select **Open** to view the request details.
5. At the bottom of the page, select to Approve or Reject the request.

Manage Existing Users

Existing accounts are managed by Establishment Administrators or Corporate Administrators using the FSIS User Administration module.

1. Go to the PHIS URL and log on
2. From the left menu, select **User Management > Manage Users**,
3. Use the Status radio buttons to filter active and inactive users. Select **Open** to view user details.
4. On the Roles tab there is a link to Add a Role. There are also options to edit or delete the role.
5. On the Roles page, select the role to add to the user account.
6. Saving the role displays the work area details.
7. Select **Add a Work Area**, select the establishment, and then select **Save**.

Run PHIS Data Feed

The administrator roles must ensure that the profile information they change updates in the system. From the My Profile page of the updated user, select **Run PHIS Data Feed** to synchronize the updated profile information.

Add Corporate Administrator

These steps should be completed by a user with the Plant Management role.

1. Log on to PHIS.
2. Select **My Establishments > Select Establishment**.
3. Select the establishment to which you are adding a Corporate Administrator.
4. Select **Establishment Contacts**.
5. Type the required information. The First Name, Last Name, and Email Address must match the user's eAuthentication information.
6. For Type, select Corporate Administrator.
7. Select **Save**.
8. The Corporate user must now log into PHIS and Accept Invitation for the role.

Add Corporate Profile

These steps must be completed by a user with the Plant Management role.

1. Log on to PHIS.
2. Select **My Establishments > Select Establishment**.
3. Select the establishment.
4. Select **Corporate Profile**.
5. Select **Search and Associate** to find and select the Corporate Profile. After you select the profile, the system creates the association. If you cannot find the profile, go to the next step.
6. Select **Add New Corporate Profile**.
7. Enter the Corporate Profile details: Name, Address, and Phone Number.
8. Select **Add**.

Notice that the establishment is listed on the Corporate Profile's page. When this process is repeated for other establishments, they appear in the grid as well.

Remove Establishment from the Corporate Profile

*These steps must be completed by a user with **both** the Corporate Administrator and Plant Manager roles.*

1. Log on to PHIS with the Plant Manager role.
2. Select **My Establishments > Select Establishment**.
3. Select an establishment.
4. Select **Corporate Profile**.
5. In the Establishments Associated to Corporate section, find the establishment that needs to be removed.
6. Select **Delete**.
7. If asked to confirm, do so.

If the delete button does not appear, please verify the following:

- ✓ The user completing the process has both the Corporate Administrator and Plant Manager roles.
- ✓ The user completing the process is logged in to the system under the Plant Management role.
- ✓ A Corporate Administrator has accepted the invitation.

**FOR TECHNICAL ASSISTANCE WITH PHIS,
PLEASE CONTACT THE FSIS SERVICE
DESK AT 1-800-473-9135.**